



# CONTRA COSTA HEALTH SERVICES

PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST

The County Administrator's Office (CAO) has agreed to reimburse for the cost of blackberries, iphones and treos under professional development if the following are affirmed by the department and/or employee, as appropriate:

<input type="checkbox"/>	Item has a relation to the employees professional development (enhances skills, knowledge, etc.)
<input type="checkbox"/>	Item is not connected to County owned computers or other equipment
<input type="checkbox"/>	It is recognized the DoIT or department IT staff will not provide technical support to the item
<input type="checkbox"/>	The county will not pay for any connectivity or on-going costs (such as internet access) for them

If the above affirmations can not be made, or there are any questions relating to the above, please contact the Senior Deputy Liaison for your department at the CAO to obtain approval for reimbursement.

.....

<hr/>		<hr/>	
EMPLOYEE NAME (IN PRINT)		EMPLOYEE SIGNATURE	
<hr/>		<hr/>	
TITLE		PHONE	ORG#
Work Location Address		<hr/>	
Reimbursement Justification		<hr/>	
<hr/>		<hr/>	
<hr/>		<hr/>	

APPROVED BY:

<hr/>	<hr/>
DIVISION HEAD NAME (IN PRINT)	DIVISION HEAD SIGNATURE